



Transport Sheet Requirements

Transport sheets may be used for sites that receive meals from an offsite production kitchen. Between production kitchen records and transport sheets, all [production record requirements](#) must be met.

Required Information

Responsible for completing	Required Information
Production kitchen* *Location that completes this information could vary by operation.	<ul style="list-style-type: none"> • Serving site • Menu type (lunch, breakfast) • Grade grouping(s) • Meal service date • Menu item with recipe name and reference number or product name and description • Planned serving size(s) for each menu item • Planned/actual number of servings prepared • Planned/actual quantity prepared in purchase units (2-No 10 cans, 10 lb. case) • Crediting of planned serving size towards meal pattern • Substitutions made to original plans, including substitutions made for students with special dietary needs (keep supporting documentation on file)
Satellite site	<ul style="list-style-type: none"> • Temperature of each menu item upon arrival (°F) and upon service (°F) ** • Amount leftover <u>for each</u> menu item • Total reimbursable and non-reimbursable (adult) meals received and served • Substitutions or additions made onsite <p>**If not on production records, must be documented somewhere.</p>

Best Practices

- Notes regarding meal counts such as class trips, weather, students out sick
- Offer versus Serve policy
- Process 1, 2, 3 (per food safety plan chart) as job aid for staff
- Serving utensil(s) used
- Notes about menu/menu item acceptability